

Marc Waller

**Transport
Manager**

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Location: Norwich, Norfolk

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I'm a focused professional with a background in office management, as well as a fully qualified transport manager. Highly competent, I successfully managed the office and team at my last position. Tasked with the everyday operations and running of the company, my duties included account management, staff organisation as well as all transport duties. My good-natured personality means I'm highly successful at client management, and also fit in well in the office environment. With a wealth of transferable skills, I'm keen to progress and look forward to contributing at my next venture.

Core skills

- ■ Ensuring compliance to all O license regulations
- ■ Working with drivers to fully comply with all driver's legal requirements
- ■ Experience with off-site meetings
- ■ Punctual and consistently reliable
- ■ Above average IT skills, and fully competent in most common software
- ■ Involvement in strategic development and strategy making
- ■ Ensuring all vehicles were fully serviced and maintained
- ■ Staff induction, training and personal development of staff members, including disciplinary measures when required
- ■ Identifying operational issues, potential problems and opportunities
- ■ Resolving and managing queries and complaints both courteously and efficiently

Employment history

Phoenix Medical - August 2021

Transport Manager for a fleet of around 35 vehicles

Effectively and efficiently managing the day to day operations of a busy transport office.

- Ensuring all paperwork is completed to a high standard
- Managing the operations of all vehicles, planning route and ensuring the fleet meet all compliance standards

- Keeping up to date with legislation
- Staff induction, training and personal development of staff members, including disciplinary measures when required
- Maintaining a efficient and rigorous maintenance program

J.S. Tipper Hire Ltd *2015 -2019*

Transport manager for a fleet of 8 wheel tippers

An incredibly fast moving and pressurised environment, I ensured the smooth running of all products and vehicles.

- Successfully managed the day to day operations of the transport department
- Faultlessly managed the team of drivers and vehicles
- Responsible for all of the dispatching, routing, and tracking of delivery vehicles
- Ensuring company compliance of all transport policies, legislation and procedures in regards to tachograph and towing etc
- Involvement in strategic development and strategy making
- Ensuring all vehicles were fully serviced and maintained
- Regularly liaising with the delivery manager to ensure a smooth running of both departments
- Identifying operational issues, potential problems and opportunities
- Resolving and managing queries and complaints both courteously and efficiently
- Responsible for all H&S investigations

Education and qualifications

- ✓ ✓ NOCN Level 1 in ITQ – Desktop Publisher - Photo Shop – Website Design
- ✓ ✓ City & Guilds in Vehicle Body Repair & Refinishing 1998-2000
- ✓ ✓ Hold a current CPC
- ✓ ✓ SSSTS site supervisor safety training scheme
- ✓ ✓ ICOSH Managing safety qualification

NOCN Level 1 in ITQ – Desktop Publisher - Photo Shop – Website Design

Wymondham High School

A Levels: English (B), History (B), Science (C)

GCSE's: English Lang & Lit (BB), Maths (C), Science (CC), History (A), Geography (B), Business Studies (B)